

Minutes of the Small Boat Safety Board Meeting / Conference Call February 9 and 13, 2006

Board Member Present	
February 9 th , 2006 10.00AM	February 13 th , 2006 10.00AM
LCDR Douglas Schleiger, SBSPC	LCDR Douglas Schleiger, SBSPC
Wayne Hoggard, NMFS (SE Region)	Wayne Hoggard, NMFS (SE Region)
Paul Parsons, Safety & Security Division Chief	Paul Parsons, Safety & Security Division Chief
Dennis Donahue, OAR	Dennis Donahue, OAR
Dennis Thaute,	Dennis Thaute,
LT Daniel Price (representing Scott Sirois), Small Boat Engineer – East Coast	LT Jeremy Adams, NMAO (former SBSPC)
Don McMillan, NMFS (NE Region)	Sylvester Burks, Fleet Inspection Office
LT Jeremy Adams, NMAO (former SBSPC)	Dana Wilkes, NOS
Board Members Not Present	
February 9 th , 2006 10.00AM	February 13 th , 2006 10.00AM
Sylvester Burks, Fleet Inspection Office	LT Daniel Price (representing Scott Sirois), Small Boat Engineer – East Coast
John Shanahan, CA Officer (facilities)	John Shanahan, CA Officer (facilities)
Mark Miller (future SBSPC)	Mark Miller (future SBSPC)
Dana Wilkes, NOS	
Subject Matter Experts	
	Dirk Taylor (sp?)
	Derrick Sutton (sp?)
	Steve Barn (sp?)
Contractor Present	
February 9 th , 2006 10.00AM	February 13 th , 2006 10.00AM
Nico Corbijn, BMT Designers & Planners, Inc.	Nico Corbijn, BMT Designers & Planners, Inc.

Agenda Items discussed:

1. Minutes of previous meetings:

Minutes of SBSB Meeting held on November 30 / December 1, 2005 in Silver Spring, MD. and teleconference of January 9, 2006 were approved without change. In future, minutes of the SBSB meetings will be posted to the Small Boat Program website.

2. Status Update on Action Items:

a. Operator Training Class (item due before class in April 2006)

A discussion on training topics and training means resulted in the following conclusions:
Before NOAA personnel can work on or operate NOAA small boats, the following training requirements should be met:

Pre-requisite (entry level) requirements:

- | | |
|---|------------------------------|
| (1) For all non-operators | 8 hour NASBLA course |
| (2) For all small boat operators
(class A, class I, and non-qualifying class II) | 24 hour USCG Aux. BSS course |
| (3) For all small boat operators | USCG license |

(qualifying class II, class III, and SRV)

NOAA specific training requirements:

- | | |
|--|-----------------------------|
| (4) USCG Team Coordination Training (TCT) | 8 hour NOAA tailored course |
| (5) NOAA topical course
(NAO, NSBP, SB Website, etc.) | 8 hour NOAA tailored course |

There will be a Beta-course in April 2006 at a yet to be determined location, and it was suggested to only teach courses (4) and (5) for review and applicability. Course (4) will be the USCG Aux. BSS course, tailored to NOAA's needs using NOAA case studies. Course (5) will consist entirely of NOAA specific materials and serves also as a stop-gap to highlight those areas of training that are not included in the USCG Auxiliary BSS or NASBLA courses.

It was suggested to experience the 24 hour USCG Auxiliary course and / or the NASBLA 8 hour course during this first Beta-course in April. The purpose would be to evaluate these courses and identify material required to be thought in the NOAA topical course.

It was generally discussed that basic boat safety training such as the NASBLA course and the USCG Auxiliary B

Training as proposed will include course outline, text book and presentation material and is a modified version of a USCG auxiliary training course although it is unlikely that this class will be taught by USCG personnel. Course will permit opportunity for certification upon completion.

It is not foreseen that the complete 40-hour training course will include a practical portion. Minimum Line Office Practical Qualification Standards (PQS) should be required before a trained persons takes out a boat.

Beta-class should consist of about 10 selected students from all NOAA Line Offices. Students should include both experienced and novice/aspirant small boat operators. Members from the SBSB are encouraged to attend as observers.

b. Risk Assessment (April 2006)

Wayne Hoggard attended a USCG TCT class and provided some insight into the curriculum and the topics that were discussed as part of the course. According to Wayne the existing 2-day course could be boiled down to a 6 or 7 hour course, which would leave about 2 hours available for NOAA specific issues.

As a result of the KETA incident, the TCT course (or some form thereof should be a documented course where attendance is noted and/or certified). It is envisioned that NOAA STAR (Stop Taking Avoidable Risks) trainers could step in and teach this course in future.

c. Metrics (April 2006)

Dennis Donnahue submitted a proposal to capture metrics for evaluating Small Boat Safety and SBSB members are encouraged to review and comment. The metrics issue has been postponed until after the Beta-course has been organized and completed.

d. Small Boat Website (March 2006)

Website development was postponed indefinitely following instructions from Geoff Fuller. Work on website will be only resumed with Geoff Fuller's approval.

e. Boat Evaluations (March 2006)

LT. Dan Price submitted a draft of the NOAA Annual Small Boat Evaluations Checklist (Class A, Class I, non-qualifying Class II) and SBSB members are encouraged to review and comment on this list. The checklist will be discussed next SBSB meeting (beginning of March 2006)

3. Up for vote:

- a. NAO 209-XXX Development (March 2006)
One comment was received and rectified ("supervise" was replace with "managed" in Section 4.03.i). NAO is ready for submission after SBSB approval. Comments on final version due by Close of Business on February 24th.
- b. Personal Flotation Devices Policy
Comments were discussed and included in the revised draft of the PFD policy. Final version "H" submitted for final review and comments by SBSB. Comments on final version due by Close of Business on February 24th.
4. Discussion on Milestones and Action Plan
A Plan of Action which will include milestones will be submitted to SBSB members before February 24.
5. Discussion on Small Boat Inventory
Doug Schleiger received input from all Line Offices and will update the current list of small boats and small boat inspections. D&P will provide assistance to achieve this.
6. Small Boat Safety Program Coordinator
With approval from Paul Parsons, Doug announced that he will relinquish some of the responsibilities as SBSPC and hand over the reigns (at least partially) to Nico Corbijn, D&P. April 1st is still the scheduled date that G. Mark Miller will assume the SBSPC function
7. Determining Date and Place of Next Face-to-Face Small Boat Safety Board Meeting
It is proposed that the next teleconference is scheduled in the week of March 6 – 10. SBSB members are encouraged to indicate their availability for a teleconference call that should take approximately 3 hours (or shorter).
Suggested time: 13.00 – 16.00 (ET) / 10.00 – 13.00 (PT).
The agenda for this meeting as well as call-in information will be presented about one week before the scheduled meeting date.